



STATE OF CONNECTICUT

COUNCIL ON DEVELOPMENTAL DISABILITIES



Request for Proposals # 1 FY 2022

Date: July 1, 2021

Title: Grants for State Plan Activities of the Connecticut Council on Developmental Disabilities (the Council).

Scope: The purpose of this program is to perform activities to achieve the Objectives in the Council's State Plan of for fiscal year 2022.

Schedule: The initial period of performance shall be from the time of award until September 30, 2022. This project may be renewed for not more than two (2) subsequent years.

Statement of Work: The Contractor shall propose to perform one or more of the following activities:

- Increase the capacity of self-advocates to assess and address the needs of individuals with developmental disabilities by developing self-advocacy, self-determination, and professional skills.
- Inform individuals with developmental disabilities and their caregivers about their civil, housing, employment, and educational rights.
- Produce and provide educational or training programs for parents, caregivers, and siblings of individuals with developmental disabilities to build connections, cultivate leadership and advocacy skills, learn about the responsibilities of being a caregiver/care-coordinator, and develop healthy self-care practices.
- Produce and provide educational or training programs to professionals including but not limited to educators, law enforcement officers, public officials, public employees, and medical professionals on disability awareness, appropriate responses to challenging situations, and how to identify and interact with people with developmental disabilities.
- Improve or increase access to services and supports for individuals with developmental disabilities and their families of diverse cultures in underserved communities.
- Increase or improve access to assistive technology to individuals with developmental disabilities and their families.
- Provide technical assistance on social enterprise practices for generating sustainable funding to disability advocacy organizations and recipients of Council funded grants.

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Deliverables: The contractor shall deliver a final report on these activities. The final report shall have five (5) parts:

1. A narrative of not more than 300 words that describes the outcomes of the work for the Council.
2. An expenditure report that includes all the items in the attached Expenditure Report form. The Contractor may use the attached form or its own format that includes the same information. In any case the Contractor must report its actual expenditures, matching funds, and dollars leveraged by its work for the Council. Dollars leveraged are dollars invested in the area from other sources, not including the required match.
3. Answers to the two dozen DD Council Performance Measures that are attached.
4. A plan for the sustainability of the Contractor without Council funding after the period of performance.
5. An appendix of any documents, data files, sign-in sheets, attendance lists, or other work product that were produced using funds from the Council.

Cost and Match: The size of awards will vary depending on the nature of the work. The Council anticipates multiple awards that would total approximately \$400,000 for the fiscal year. Individual awards will not likely exceed \$50,000. The contractor shall contribute (match) at least 25% of the total cost of the project in the form of staff time, purchased materials, purchased services, or in-kind services. (In the case of projects whose activities or products target individuals with developmental disabilities who live in urban or rural poverty areas, the contractor shall contribute at least 10% of the total cost of this project.) Indirect costs may not exceed 10% of the total cost of this project. The proposal shall show the form and the amount of the contribution (match) provided by the Contractor.

Qualifications: Organizations that would perform this work shall have demonstrated knowledge and experience with:

- a) home and community-based services for individuals who live with developmental disabilities;
- b) the unique needs of individuals who live with developmental disabilities; and
- c) whatever products or services are proposed by the applicant.

Organizations that would perform this work shall have demonstrated support and commitment to the values of the Connecticut Council on Developmental Disabilities as articulated in the findings, purposes, and policy of the Congress of the United States in Public Law 106-402, the Developmental Disabilities Assistance and Bill of Rights Act of 2000.

Nondiscrimination: The Contractor must comply with the nondiscrimination agreements and warranties of Connecticut General Statutes Sections 4a-60 and 4a-60a, as amended.

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Evaluation Criteria: Proposals shall be scored according to the following rubric:

Approach	25%
Qualifications	25%
Cost realism	25%
Schedule	25%

The proposal shall describe how persons with developmental disabilities are involved in the design, refinement, implementation, and evaluation of the project.

The outcome (s) that you hope to achieve, and related measure (s) shall be clearly defined.

Late proposals or proposals that do not follow the instructions may be summarily rejected.

Proposals by organizations that do not support the values of The Connecticut Council on Developmental Disabilities may be summarily rejected.

Terms: The agreement between the contractor and the Connecticut Council on Developmental Disabilities shall take the form of the attached Memorandum of Understanding.

Proposal Instructions: Please organize your proposal on not more than six pages plus appendices as follows:

- Cover Sheet using the attached form;
- A two-page narrative describing your approach to accomplish the Statement of Work;
- A two-page narrative describing your organization's Qualifications;
- Cost proposal using the attached form;
- Appendices. You may attach additional fact sheets, brochures, articles, resumes and other materials to support your approach, your qualifications, and your cost proposal.

Proposals shall be submitted via email to walter.glomb@ct.gov or by U.S. mail or delivery to Connecticut Council on Developmental Disabilities
460 Capitol Avenue
Hartford, CT 06106

Proposals shall be submitted before September 30, 2021.

Prospective applicants may attend a conference call for questions related to this RFP at a date and time to be announced. A list of the questions and the answers from the call will be posted on the Council website.